U.S. DEPARTMENT OF STATE
U.S. EMBASSY BRATISLAVA, PUBLIC AFFAIRS SECTION
Notice of Funding Opportunity (NOFO)

Funding Opportunity Title: U.S. Embassy Bratislava PAS Annual Program Statement
Funding Opportunity Number: PAS-001-FY2020
Deadline for Applications: August 15, 2020
CFDA Number – Name: 19.040 – Public Diplomacy Programs

A. PROGRAM DESCRIPTION

The U.S. Embassy Bratislava Public Affairs Section (PAS) of the U.S. Department of State is pleased to announce that funding is available through its Public Diplomacy Small Grants Program. This is an Annual Program Statement, outlining our funding priorities, the strategic themes we focus on, and the procedures for submitting requests for funding. Please carefully follow all instructions below.

Purpose of our Small Grants Program: PAS Bratislava invites proposals for programs that **strengthen societal and cultural ties between the U.S. and Slovakia** through programming that highlights shared values and promotes bilateral cooperation. All programs should include a clear American component - a collaboration with American people, expert/s, organization/s, and or institution/s that will promote increased U.S.-Slovak ties and mutual understanding. **Project proposals should have an intrinsic public diplomacy objective in support of the Priority Program Areas listed below.**

Examples of PAS Small Grants Program programs include, but are not limited to:
- Academic and professional lectures, seminars, and speaker programs;
- Youth leadership and skills development programs;
- Artistic and cultural workshops, joint performances and exhibitions;
- Programs and outreach activities highlighting shared values

Priority Program Areas:
- Strengthen the rule of law, government accountability, and anti-corruption efforts;
- Promote human rights, support marginalized groups and foster a culture of integration;
- Strengthen independent media, journalism, and counter disinformation;
- Promote economic prosperity and energy security;
- Strengthen Slovakia's engagement in global peace and stability;
- Promote American art and culture, or support English language learning in Slovakia.

Special Note: Maker Space Programing

PAS Bratislava invites applicants to submit proposals for STEM programs (Science, Technology, Engineering and Mathematics) to be located in InfoUSA centers in Banska Bystrica and Kosice. The programs should focus on, but are not limited to: basic coding, 3-D printing, graphical design and web design, innovative learning approaches.

Those eligible for funding include individuals and not-for-profit organizations.

Preferred, but not exclusive, audiences are primary and high school students. The centers can assist in disseminating information and attracting audiences. The Embassy prefers sustainable longer-term programming over one-off events.

Associated Maker Spaces:

1. Maker Space @ InfoUSA Banska Bystrica, State Scientific Library, Lazovna 9

   Equipment already available: 10 laptops (HP, Intel Core i5, Windows 10, Open Office), 10 BBC Micro:bit sets, projector, screen, WI-FI coverage

2. Maker Space @ InfoUSA Kosice, State Scientific Library, Hlavna 10

   Equipment already available: Maker Bot Replicator 3-D printer, printing material, 10 laptops (HP, Intel Core i5, Windows 10, Open Office), 10 BBC Micro:bit sets, projector, screen, WI-FI coverage

We recommend consulting the Embassy before submitting a grant application for a Maker Space Program. Bratislava_GrantsSlovakia@state.gov

Participants and Audiences:
We seek proposals for geographically and demographically diverse audiences within Slovakia.

The following types of programs are not eligible for funding:
- Programs relating to partisan political activity;
- Charitable or development activities without Public Diplomacy relevance
- Construction programs;
- Fund-raising campaigns;
- Programs that duplicate existing programs.

B. FEDERAL AWARD INFORMATION

Length of performance period: up to 12 months
Number of awards anticipated: 30 awards (dependent on amounts)
Award amounts: awards may range from a minimum of $1,000.00 to a maximum of $25,000.00
Total available funding for US fiscal year 2020: $400,000.00
Type of Funding: Fiscal Year 2020 Public Diplomacy Funding

This notice is subject to availability of funding.

Funding Instrument Type: Fixed Amount Award

Program Performance Period: Proposed programs should be completed in 12 months or less.

C. ELIGILIBITY INFORMATION

1. Eligible Applicants

The Public Affairs Section encourages applications from U.S. and Slovakia*:
- Registered not-for-profit organizations, including think tanks and civil society/non-governmental organizations;
- Individuals;
- Non-profit or governmental educational or cultural institutions.

For-profit or commercial entities are not eligible to apply.

2. Cost Sharing or Matching

Cost sharing is not required.

3. Other Eligibility Requirements

In order to be eligible to receive an award, all organizations must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet, as well as a valid registration on www.SAM.gov. Please see Section D.3 for information on how to obtain these registrations. Individuals are not required to have a DUNS number or be registered in SAM.gov.

D. APPLICATION AND SUBMISSION INFORMATION

1. Application Package

Application forms required below are available at https://sk.usembassy.gov/education-culture/public-affairs-section-grant-opportunities/small-grants-program/.

2. Content and Form of Application Submission

Please follow all instructions below carefully. Proposals that do not meet the requirements of this announcement or fail to comply with the stated requirements will be ineligible.

Content of Application
Please ensure:
- The proposal clearly addresses the goals and objectives of this funding opportunity;
- All documents are in English;
- All budgets are in U.S. dollars;
- All pages are numbered;
- All documents are formatted to A4 paper, and
- All Microsoft Word documents are preferably single-spaced, 12 point Times New Roman font, with a minimum of 1-inch margins.

The following documents are **required**:

I. Mandatory application forms
- **SF-424** *(Application for Federal Assistance – organizations)* or **SF-424-I** *(Application for Federal Assistance --individuals)*
- **SF424A** *(Budget Information for Non-Construction programs)*
- **SF424B** *(Assurances for Non-Construction programs)* The SF-424B is required only for those applicants who have not registered in SAM.gov or recertified their registration in SAM.gov since February 2, 2019 and completed the online representations and certifications.
- **Small Grants Program Application Form**

Small Grants Program Application Form (**10 pages maximum):** The Form should contain sufficient information that anyone not familiar with it would understand exactly what the applicant wants to do. It **must include all the items below**.
- **Proposal Summary:** Short narrative that outlines the proposed program, including program objectives and anticipated impact.
- **Introduction to the Organization or Individual applying**: A description of past and present operations, showing ability to carry out the program, including information on all previous grants from the U.S. Embassy and/or U.S. government agencies.
- **Problem Statement:** Clear, concise and well-supported statement of the problem to be addressed and why the proposed program is needed
- **Program Goals and Objectives:** The "goals" describe what the program is intended to achieve. What aspect of the relationship between the U.S. and Slovakia will be improved? The "objectives" refer to the intermediate accomplishments on the way to the goals. These should be achievable and measurable.
- **Program Activities**: Describe the program activities and how they will help achieve the objectives.
- **Program Methods and Design**: A description of how the program is expected to work to solve the stated problem and achieve the goal.
- **Proposed Program Schedule:** The proposed timeline for the program activities. Include the dates, times, and locations of planned activities and events.
- **Key Personnel:** Names, titles, roles and experience/qualifications of key personnel involved in the program. What proportion of their time will be used in support of this program?
- **Program Partners:** List the names and type of involvement of key partner organizations and sub-awardees.
- **Program Monitoring and Evaluation Plan:** This is an important part of successful grants. Throughout the timeframe of the grant, how will the activities be monitored to ensure they are happening in a timely manner, and how will the program be evaluated to make sure it is meeting the goals of the grant?
- **Future Funding or Sustainability** Applicant's plan for continuing the program beyond the grant period, or the availability of other resources, if applicable.
- **Budget Justification Narrative**: After filling out the SF-424A Budget (above), describe each of the budget expenses in detail. See section *H. Other Information: Guidelines for Budget Submissions* below for further information.

V. Attachments - optional:
- E.g. 1-page CV or resume of key personnel who are proposed for the program
- E.g. Letters of support from program partners describing the roles and responsibilities of each partner

3. Unique Entity Identifier and System for Award Management (SAM.gov)

Required Registrations:
All organizations applying for grants (except individuals) must <u>obtain these 3 registrations</u>. All are free of charge:
- Unique Identifier Number from Dun & Bradstreet (DUNS number);
- NCAGE/CAGE code;
- www.SAM.gov registration.

Step 1: Apply for a DUNS number and an NCAGE number (these can be completed simultaneously)

DUNS application: Organizations must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet, if your organization does not have one already, you may obtain one by calling 1-866-705-5711 or visiting http://fedgov.dnb.com/webform .

NCAGE application: Application page here
https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx
Instructions for the NCAGE application process:
https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20NCAGE.pdf

For help from within the U.S., call 1-888-227-2423
For help from outside the U.S., call 1-269-961-7766
Email NCAGE@dlis.dla.mil for any problems in getting an NCAGE code.

Step 2: After receiving the NCAGE Code, proceed to register in SAM by logging onto: https://www.sam.gov. SAM registration must be renewed annually.

4. Submission Dates and Times

Applications may be submitted for consideration at any time before 15 August 2020.
Applications submitted after that date are unlikely to be considered within this NOFO.

5. Funding Restrictions

Award funds cannot be used for construction, vehicle purchases and similar investment costs. Also, award funds cannot be used to finance the standard operation of the applicant.

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6. Other Submission Requirements

All application materials must be submitted by email to Bratislava_GrantsSlovakia@state.gov .

E. APPLICATION REVIEW INFORMATION

1. Criteria

Each application will be evaluated and rated on the basis of the evaluation criteria outlined below. The criteria listed are closely related and are considered as a whole in judging the overall quality of an application.

Relevance: Applicant has clearly described how stated goals are related to and support U.S. Embassy Bratislava's priority areas or target audiences.

US Component: The program has a clear connection to US persons, institutions, ideas/values.

Public Diplomacy objective: To what extent does the program contribute to the strengthening of societal and cultural ties between the U.S. and Slovakia.

Organizational capacity and record on previous grants: The organization has expertise in its stated field and PAS is confident of its ability to undertake the program. This includes a financial management system and a bank account.

Quality and Feasibility of the Program Idea: The program idea is well developed, with detail about how program activities will be carried out. The proposal includes a reasonable implementation timeline.

Goals and objectives: Goals and objectives are clearly stated and program approach is likely to provide maximum impact in achieving the proposed results.

Budget: The budget justification is detailed. Costs are reasonable in relation to the proposed activities and anticipated results. The budget is realistic, accounting for all necessary expenses to achieve proposed activities.

Monitoring and evaluation plan: Applicant demonstrates it is able to measure program success against key indicators and provide milestones to indicate progress toward goals outlined in the proposal. The program includes output and outcome indicators and shows how and when those will be measured.

Sustainability: Program activities will continue to have positive impact after the end of the program.

Originality: The program includes an innovative, unique or otherwise positively outstanding element.

2. Review and Selection Process

A Grants Review Committee will **evaluate all eligible applications, generally on a bimonthly basis**.

3. Anticipated Announcement and Federal Award Dates

Applications are received and **evaluated on a "rolling" basis**. The estimated time needed to process an application and notify the applicant of the Federal awarding agency's decision is 8 – 10 weeks.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

1. Federal Award Notices

The grant award or cooperative agreement will be written, signed, awarded, and administered by the Grants Officer. The assistance award agreement is the authorizing document and it will be provided to the recipient for review and signature by email. The recipient may only start incurring program expenses beginning on the start date shown on the grant award document signed by the Grants Officer.

If a proposal is selected for funding, the Department of State has no obligation to provide any additional future funding. Renewal of an award to increase funding or extend the period of performance is at the discretion of the Department of State.

Issuance of this NOFO does not constitute an award commitment on the part of the U.S. government, nor does it commit the U.S. government to pay for costs incurred in the preparation and submission of proposals. Further, the U.S. government reserves the right to reject any or all proposals received.

Payment Method: Payments will be made in at least two installments, as needed to carry out the program activities (generally 80% advance; 20% reimbursement).

Organizations whose applications will not be funded will also be notified via email.

2. Administrative and National Policy Requirements

Terms and Conditions: Before submitting an application, applicants should review all the terms and conditions and required certifications which will apply to this award, to ensure that they will be able to comply. These include:
2 CFR 200, 2 CFR 600, Certifications and Assurances, and the Department of State Standard Terms and Conditions, all of which are available at: https://www.state.gov.

Note the U.S Flag branding and marking requirements in the Standard Terms and Conditions.

    3. Reporting

Reporting Requirements: Recipients will be required to submit program reports. The award document will specify how often these reports must be submitted.

G. FEDERAL AWARDING AGENCY CONTACTS

If you have any questions about the grant application process, please contact PAS at: Bratislava_GrantsSlovakia@state.gov .

Note: We do not provide any pre-consultation for application related questions that are addressed in the NOFO. Once an application has been submitted, State Department officials and staff — both in the Department and at embassies overseas — may not discuss this competition with applicants until the entire proposal review process is completed.

H. OTHER INFORMATION

Guidelines for Budget Justification
Personnel: Describe the wages, salaries, and benefits of temporary or permanent staff who will be working directly for the applicant on the program, and the percentage of their time that will be spent on the program.

Travel: Estimate the costs of travel and per diem for this program. If the program involves international travel, include a brief statement of justification for that travel.

Equipment: Describe any machinery, furniture, or other personal property that is required for the program, which has a useful life of more than one year (or a life longer than the duration of the program), and costs at least $5,000 per unit.

Supplies: List and describe all the items and materials, including any computer devices, that are needed for the program. If an item costs more than $5,000 per unit, then put it in the budget under Equipment.

Contractual: Describe goods and services that the applicant plans to acquire through a contract with a vendor. Also describe any sub-awards to non-profit partners that will help carry out the program activities.

Other Direct Costs: Describe other costs directly associated with the program, which do not fit in the other categories. For example, shipping costs for materials and equipment or applicable taxes. All "Other" or "Miscellaneous" expenses must be itemized and explained.

Indirect Costs: These are costs that cannot be linked directly to the program activities, such as overhead costs needed to help keep the organization operating. If your organization has a Negotiated Indirect Cost Rate (NICRA) and includes NICRA charges in the budget, attach a copy of your latest NICRA. Organizations that have never had a NICRA may request indirect costs of 10% of the modified total direct costs as defined in 2 CFR 200.68.

"Cost Sharing" refers to contributions from the organization or other entities other than the U.S. Embassy.   It also includes in-kind contributions such as volunteers' time and donated venues.

Alcoholic Beverages: Please note that award funds cannot be used for alcoholic beverages.